



LEARNING THROUGH OBSERVATION

Edmonton Public Teachers Local No. 37 of the Alberta Teachers' Association

Want to observe a colleague? Your Local PD Committee will pay for it!

Section 1: Teacher Applying for Release

Name _____

Email Address _____

School, Subject Area and Division Taught _____

Principal's Name & Email _____

Principal's Signature _____

Section 2: Teacher Being Observed

Name & School _____

*Principal's Name & Email _____

****Attach a copy of an email acknowledgement demonstrating that the receiving principal is aware that you will be coming to the school. Not attaching this will delay your application as it will be deemed incomplete.***

Section 3: Details of Observation

Choose one only: Half day _____ (*indicate AM or PM*) Full day _____

Date of Observation: _____

(Please note, observations may be taken on Tuesdays, Wednesdays or Thursdays. Observations on Mondays and Fridays will ONLY be considered for those who teaching assignments are restricted to those days [Guideline 8].)

My assignment is limited to Monday/Friday only.

Goals of the observation: _____

All sections must be fully completed and applications received by the Local office no later than 14 operational days prior to your observation date to qualify for the release time.

I have read and agree to the Observation Release Time Guidelines.

Date of Application

Teacher's Signature

Applicants will be contacted via email once their application has been received and approved.

For office use only

Half Day Full Day Approved Not Approved Board Contacted Date

PD Fund for Teacher Observation Release Time Guidelines

1. A total of \$50,000 is available to be accessed. Funds will be divided between two rounds of \$25,000 each. Monies that are not used from the first round will be carried over and added to the amount of money available in the second round.
2. Applications for Round 1 will need to be completed no later than January 31st, 2019.
3. Applications for Round 2 will need to be completed no later than June 15th, 2019.
4. The money available covers the supply cost for the teacher conducting the observation; therefore, only the teacher requiring a supply teacher needs to submit an application.
5. Teachers may apply for a half-day or a full-day of release time.
6. Applications will be considered on a first-come, first-served basis.
7. Teachers may submit one (1) application per term, to a maximum of two (2) applications per school year.
8. Observations may be taken on Tuesdays, Wednesdays, or Thursdays. Observations on Mondays and Fridays will ONLY be considered for those whose teaching assignments are restricted to those days.
9. Teachers applying for observation release time must make arrangements with their administrator prior to submitting their application. Applications that are submitted without the written consent of the school administrator will be deemed incomplete and will not be considered.
10. Teachers applying for observation release time must make arrangements with the school they are visiting prior to submitting their application. The teacher being observed is expected to notify their administrator prior to the observation taking place. Applications that are submitted without the emailed consent of the receiving school administrator will be deemed incomplete and will not be considered.
11. Teachers applying for observation release time must be employed within Edmonton Public Schools; however, the observation may take place in other districts if agreed upon by the teacher being observed and their respective administrator(s).
12. Teachers on temporary contracts, probationary contracts, interim contracts, continuing contracts and substitute teachers are all eligible to apply for release time.
13. Correctly completed applications must be received by the Local's office at least 14 operational days in advance of your chosen observation date. Failure to do so may result in your observation request not being approved.
14. Once approved, you must book your own supply teacher using the code "ATA Local Business: Local to Pay".

Return completed applications to the Edmonton Public Teachers Local office

Truck mail: c/o Local 37, Barnett House;

Email: info@edpub.org;

Fax: 780-453-1407; or

Mail: 401, 11010 142 St NW, Edmonton, AB T5N 2R1